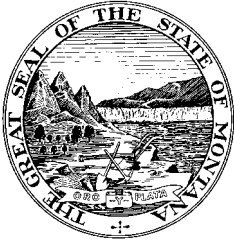


**DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
STATE PROCUREMENT BUREAU**

[www.discoveringmontana.com/doa/gsd](http://www.discoveringmontana.com/doa/gsd)



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**MEMORANDUM**

**TO:** All State Agencies

**FROM:** Jeanne Wolf, Administrative Officer  
State Procurement Bureau

**DATE:** July 6, 2004

**RE:** Next Purchasing Users Group Meeting

The next meeting of the Purchasing Users Group is Thursday, July 22, 2004, from 1 p.m. to 4 p.m. in the PHHS Auditorium at 111 North Sanders in Helena.

Meeting agenda items include:

1. Legal Issues Involved with E-Mail Communications, Cort Jensen, Attorney, Consumer Protection Unit, Department of Administration.
2. Staff Updates, including new firm natural gas contract, purchasing card RFP, Sheltered Workshops, draft legislation and "grants" issue, and a synopsis of the recent Upcountry Inn trial.
3. "Construction" Bids and Contract Requirements, Russ Katherman, Contract Officer, Architecture and Engineering Division, Department of Administration.